|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| cid:image002.png@01CD285C.FC17E8A0 Risk Management Plan WOW (Worlds of Work): Excursion | | | | | |
| *Name of school:* Evans HS, Glenmore Park HS, Pendle Hill HS, Kingswood HS & Windsor HS *Name of principal:*  *Description and location of excursion* : WOW Worlds of Work Program held at the PCYC Penrith.  *Date(s) of excursion* 7/05/2012-11/05/2012  *Group/class:* Year 10 students | | | *Number in group/class:* 25  *Name of excursion coordinator:* Hanna Kemp  *Contact number:* 4724 8729  *Accompanying staff*, *parents, caregivers, volunteers*: Aidan McLaren, Kellie Boyd, Fiona Woods, Louise Pamment | | |
| **Activity** | **Hazard Identification & Associated Risk**  Type/Cause | **Assess Risk**  use matrix | **Elimination or Control Measures** | **Who** | **When** |
| Travel to Venue | Students will travel independently to the venue on a variety of transportation means. | 5 | Parents are fully informed of the venue location and sign the permission note declaration. | School WOW Coordinator | Prior to event |
| Travel to Employers in Penrith area on foot | Accidental Injury | 6 | Students are under direct supervision of FYA and Teacher facilitators | WOW Facilitators |  |
| Travel by bus to city employer visit | Boarding bus  Vehicle accidents  Pedestrian injury | 6 | Ensure vehicle operators hold appropriate insurances and licenses. | WOW facilitators | Prior to event |
|  | Student injured at WOW venue | 5 | Adhere and communicate all safety instructions given to by venue staff to teachers and students.  FYA facilitators to have First Aid certificate.  Before every week check venue for any changes that may increase risk of injury.   * If student only mildly injured apply first aid as needed using on-site first aid kit * If student requires medical care student can be accompanied back to home/school to be taken to doctor at parent’s discretion. Parents and school informed. * If student critically injured student accompanied to hospital by teacher in ambulance. School principal and parents immediately informed.   Complete and follow up with appropriate ‘incident report’ documentation. | WOW Facilitators |  |
|  | Student injured while under supervision outside Venue | 5 | **Procedures relating to specific activities:**  **Balance Me –** Establish prior to Wednesday morning any students that cannot take part in physical activity due to injury or illness. Student/s can either sit on sideline or join in only gentle activities depending on nature of complaint at teachers discretion  **Working World visits –** Require signed confirmation from working worlds that they will provide a safe and risk free environment for students. All visits to working worlds will be attended by a teacher and/or FYA facilitator.    For general injuries/illnesses   * If student is only mildly injured use portable first aid kit (balance me) or first aid kit on site (working worlds) * If student requires medical care student can be accompanied back to home/school to be taken to doctor at parent’s discretion. Parents and school informed. * If student critically injured teacher/facilitator to call ambulance to site and accompany student to hospital. School principal and parents immediately informed.   Complete and follow up with [appropriate](file:///\\FileFya\Organisation\Initiatives\EF%20Programs\WOW\CURRENT%20WOW%20FILES\Ed%20Programs%20Suite\Ed%20programs%20policies%20and%20procedures\ED%20PROGRAMS%20INJURY%20AND%20ILLNESS%20REPORT.docx) ‘incident report’. | WOW facilitators |  |
|  | Student injured while not under supervision outside signal | 5 | Parents informed that students will be working independently of facilitators for some activities.  **Traffic –** students given specific instructions on being careful in traffic (using crossings,)  **Mobile phones** – Established policy communicated to all schools, teachers, parents and students that each group must have a working mobile phone at all times. Communicated in:   * [Parental permission/information form](file:///\\FileFya\Organisation\Initiatives\EF%20Programs\WOW\CURRENT%20WOW%20FILES\VIC\Administration\School%20Docs\WOW%20parent%20permission%20form%202010.docx)   Groups must phone in immediately upon any injury  Apply first aid as needed.   * Student to return to venue with their group and use first aid kit at venue for minor injuries * For more serious injuries teacher to attend site to establish next course of action. * Teacher accompanies student back to venue. Student can then be treated with first aid kit and/or accompanied back to home/school to go to doctor at parent’s discretion. School and parents notified. * For critical injuries/illness teacher/facilitator to call ambulance or ensure ambulance is en route. Teacher to then accompany student if able or meet with student at hospital. Parents and principal immediately notified.   Complete and follow up with [appropriate](file:///\\FileFya\Organisation\Initiatives\EF%20Programs\WOW\CURRENT%20WOW%20FILES\Ed%20Programs%20Suite\Ed%20programs%20policies%20and%20procedures\ED%20PROGRAMS%20INJURY%20AND%20ILLNESS%20REPORT.docx) ‘incident report’.. | WOW Facilitators |  |
| Student location unknown | Student location unknown |  | Students are always to be in groups of at least three to minimise any risk that an individual student’s whereabouts is unknown.  **Mobile phones** – Established policy communicated to all schools, teachers, parents and students that each group must have a working mobile phone at all times. Groups must report in immediately upon any injury. | WOW Facilitators |  |
|  | Emergency Evacuation of location |  | **At WOW venue**  Follow evacuation plan.  Establish/account for whereabouts of all students and staff  Immediately notify emergency personnel of missing students  Notify school principal  **At other location**  Follow instructions from relevant site warden to rally point.  Follow instructions of emergency services personnel.  Establish/account for whereabouts of all students and staff  Immediately notify emergency personnel of missing students  Notify school principal  Move in group with students back to WOW venue when safe. | WOW Facilitators  Other location site managers |  |
| *Venue and safety information reviewed and attached*: **Yes/No**  *Plan prepared by: Position: Date:*  *Prepared in consultation with:* *Communicated to:* | | | | | |
| Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs. | | | | | |